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STAT

STAT

11

Notes Re OL Planning Conference

21-22 October 1987

- STAT 1. On Wednesday, 21 October - Add one dinner for []
2. Confirm that we are to use Commonwealth Room and that Room 257 adjacent to it has been reserved.
- STAT 3. [] is the Sales Coordinator at the Sheraton-Fredericksburg.
- STAT 4. Even though [] (B&FB) won't spend the night on Wednesday, we'll need 16 rooms because [] (Office of Security) will spend the night.
- STAT Change meals to 17 for all meals and coffee breaks. This means 18 dinners on Wednesday since [] will be there for dinner per note #1.
- STAT 5. Check with [] (OL/SS) re security arrangements, safe, etc. (done by [] 10/13)
- STAT 6. Check with [] OL/FMD/BSB, re delivery of safe to LOC. (done by [] 10/13) (Phone: [])
- STAT Check with [] LOC/TMB (9-4-4928) re delivery of safe to Sheraton. (done by Marie 10/13)
7. Configuration of conference table is to be U-shaped.
- STAT 8. [] to pick up \$2,500 on Tuesday (traveler's checks and minimum cash) (done)
- STAT 9. [] will take a large box containing envelopes (two sizes), pads, pens, pencils, address labels, masking and scotch tape, scissors, "U.S. Government property" labels, etc., to the Sheraton. This box can be used to carry classified notes (in envelopes addressed to each individual) back from the Sheraton. This will be considered to be double-wrapped.
- STAT 10. [] will hand-carry copies of objectives, etc., to the Sheraton on Wednesday morning. Divisions/staffs must send these to Bob by COB on Monday.

ADMINISTRATIVE INSTRUCTIONS
FOR THE
OFFICE OF LOGISTICS PLANNING CONFERENCE

Sheraton-Fredericksburg Resort and Conference Center
Fredericksburg, Virginia

21 and 22 October 1987

1. ATTENDEES

Participants at the conference will be the D/L, DD/L, EO/OL, C/NBPO/OL, DC/B&FB/OL, OL division and staff chiefs, AEO/OL, and Planning Officer, IMSS/OL. In addition, on Wednesday evening, [] will speak on ILSP Program Updates, and [] will talk about OHB Backfill.

The Planning Officer, IMSS/OL is the OL conference coordinator.

2. TRAVEL, LOCATION, AND ARRIVAL TIME

Travel to Fredericksburg will be by POV, and carpooling is encouraged. Attendees should obtain domestic travel orders before departure.

Driving distance to the Sheraton-Fredericksburg []
[]
[] Look for Exit 45B about 1 to 2 miles after crossing the Rappahannock River. The Resort and Conference Center is on the right immediately after exiting from I-95 onto Route 3.

The parking areas near the entrance marked "5" on the attached floor plan are convenient to both our conference room and reserved guest rooms. We'll be using the Commonwealth Conference Room rather than the Lee Conference Room this year (see floor plan).

Please plan to arrive between 0800 and 0830 so that you can take care of any administrative details and receive room assignments. The conference will begin at 0900.

3. ROOMS AND REGISTRATION

Single rooms have been reserved for all attendees who will be staying overnight. The DC/B&FB/OL will attend the conference both days but will not stay overnight. The two guest speakers on Wednesday will be there for the evening only.

The conference coordinator will pick up individual room keys for all attendees from the Front Desk on the morning of 21 October, make room assignments, and return all keys at the conclusion of the conference on 22 October. It will not be necessary for attendees to report to the Front Desk for check-in.

4. MEALS

All meals will be in a separate area in the Meadows (the smaller of the Sheraton's two dining rooms), except for dinner on 21 October, which will be in Dauphines. Lunch will be available after closing of the conference on Thursday, 22 October. Although no dress code is specified and casual dress is acceptable for both dining rooms, the Sheraton prefers no jeans. Please sign for meals by your room number.

5. COFFEE BREAKS

Morning breaks (coffee, danish or doughnut) and afternoon breaks (coffee, tea, sodas) are restricted to the Commonwealth Room, per Office of Security requirements.

6. SOCIAL ACTIVITIES

Shannon's, the Sheraton lounge, is open daily from 11 a.m. to 1 a.m. and features live entertainment nightly beginning at 9 p.m. The hotel management asks that jeans not be worn in the lounge.

7. TELEPHONE MESSAGES AND MAIL

Public telephones are located in the main lobby near the Front Desk and in Lobby 2 on the top level above the Lee Room. Outgoing official calls may be placed on your room bill or made collect. We recommend the latter for ease of contract payment. Outgoing personal calls are your own responsibility.

For incoming official calls, The Sheraton's number is Area Code 703 786-8321. Incoming official messages should be left in the name of the conference coordinator for the first name and/or title of the attendee. Example: Message to for Tony or C/IMSS.

A house phone is available outside the Lee Room for calls within the resort/conference-center complex.

Routine incoming messages will be held at the Front Desk and picked up by the conference coordinator during morning and afternoon breaks and during the lunch and dinner periods.

Emergency messages received during conference hours will be delivered directly to the conference coordinator. Those received after conference hours will be directed to attendees (by first name only) in their hotel rooms.

Outgoing mail is picked up at the Front Desk between 10 a.m. and 11 a.m. daily.

8. COPYING FACILITIES

Limited copying is available at the Sheraton at \$.20 per page. It is recommended that you bring adequate copies of handouts or other materials you expect to use.

9. DELIVERY AND STORAGE OF CLASSIFIED DOCUMENTS

A two-drawer Agency safe will be provided in Room 257, adjacent to the Commonwealth Conference Room, for storage of classified documents. If you choose to have classified documents delivered to the conference, please deliver them to the conference coordinator by COB, Monday, 19 October.

10. SECURITY

Although the conference site has been surveyed by OS and approved to hold a classified conference, we are reminded that we should limit classified discussions and documents to the Commonwealth Room during the conduct of the conference.

All classified documents will be stored in a safe in Room 257, adjacent to the Commonwealth Room, which the conference coordinator will control at all times. The conference coordinator will also maintain control of access to the conference room and public-address room during the conference.

A security briefing will be given at the beginning of the conference, and an inspection of the conference room will be made by OS during the conference.

11. CONFERENCE EQUIPMENT AND SUPPLIES

An overhead projector, slide projector, easel with flip chart, pens, and paper will be provided.

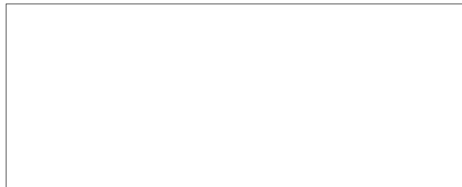
10

7 October 1987

STAT
STAT

[redacted] C/B&FB/OL, will not be attending the OL Planning Conference at the Sheraton-Fredericksburg on 21 and 22 October. His Deputy [redacted] will attend the meetings in his place, but she will not stay overnight at the hotel. Therefore, room reservations should be for 15 and not for 16 as originally reserved. *

STAT



*Don't cancel Room. Security will attend. Add extra meals, and be etc. making 17 for all meals. Add extra dinner for [redacted] on Th ed, 21 Oct. of
done [redacted] 10/15

STAT

STAT ✓



CONFIDENTIAL

IMSS Official

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Delivery of Two-Drawer Safe for
OL Planning Conference

FROM:

Planning Officer IMSS/OL

EXTENSION

NO.

OL 4148 87

DATE

13 October 1987

TO: (Officer designation, room number, and
building)

DATE

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)1. C/TMB/LOC/OL
LOC

2.

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15.

To REGISTRY

10-13

D.R.

13 October 1987

MEMORANDUM FOR: Chief, Transportation Management Branch,
Logistics Operations Center, OL

25X1 FROM:

[REDACTED]
Planning Officer, Information & Management
Support Staff, OL

SUBJECT: Request for Delivery of Two-Drawer Safe for
OL Planning Conference

1. Attached are copies of a memorandum to Facilities Management Division (FMD), BSB/OL, from the Deputy Chief, Security Staff, OL, along with a Form 1490, requesting that a two-drawer GSA-approved safe be delivered to the Sheraton-Fredericksburg for use on 21 and 22 October 1987. The safe is to be used during the OL Planning Conference. [REDACTED]

25X1 [REDACTED] of FMD/BSB/OL is having a safe delivered to you for this purpose.

2. Please arrange for delivery of this two-drawer safe to the Commonwealth Room at the Sheraton-Fredericksburg Resort and Conference Center, I-95 and Route 3, Exit 45-B, 2801 Plank Road, Fredericksburg, Virginia, between 0730 and 0800 hours on Wednesday, 21 October 1987. The person to contact at the Sheraton is James McKinney, telephone (703) 786-8321. I'll be the Office of Logistics conference coordinator, and I'll be at the Sheraton on 21 and 22 October. If you have any questions, please call me at my office extension, [REDACTED] secure.

3. The safe should be picked up between 1200 and 1330 hours on Thursday, 22 October 1987, for return to the Logistics Operations Center.

25X1 Attachments:
As stated

25X1 UNCLASSIFIED WHEN
SEPARATED FROM
ATTACHMENT

CONFIDENTIAL

SUBJECT: Request for Delivery of Two-Drawer Safe for OL
Planning Conference

Distribution:

Orig - Addressee

1 - OL Files

1 - OL Reader

1 - IMSS Official

1 - IMSS Chrono

OL/IMSS/RB:dr [] (13Oct87)

25X1

CONFIDENTIAL

C O N F I D E N T I A L

31 July 1987

25X1 MEMORANDUM FOR: [REDACTED]
Facilities Management Division, BSB/OL
25X1 FROM: [REDACTED]
Deputy Chief, Security Staff, OL
SUBJECT: Request for Temporary Use of Safe

1. A two-drawer GSA approved safe is requested for temporary use in support of an OL off-site conference being held at the Sheraton-Fredericksburg Inn, Commonwealth Room, on 21 and 22 October 1987. Safe delivery should be scheduled for 21 October 1987 between the hours of 0730 and 0800. A security officer from SS/OL will be at the Sheraton to assist with the placement of the safe. It is requested that the Logistics Operations Center (LOC) set a new combination on the safe prior to making the delivery.

2. The Logistics Operations Center should schedule safe pick-up for 22 October 1987 between the hours of 1200 and 1330. Again, an OL/SS Security Officer will be present to render assistance and ensure that the safe is cleared of any classified material.

25X1 3. If you have any questions concerning this request,
25X1 please contact the undersigned on [REDACTED]
[REDACTED]

Attachment:

25X1 ALL PORTIONS CLASSIFIED
CONFIDENTIAL

C O N F I D E N T I A L

3 August 1987

REQUISITION OR TURN-IN FOR ADMINISTRATIVE SUPPLIES AND EQUIPMENT				Page of Pages		
				REQUISITION NO.		
DELIVER TO Sheraton-Fredericksburg Inn		EXTENSION	ROOM NO.	BUILDING	COST CENTER NO.	
PERSON TO CONTACT		EXTENSION	ROOM NO.	BUILDING	DIVISION AND BRANCH	
CERTIFICATION						
I CERTIFY that the quantities of items listed below have been received except as otherwise noted.						
DATE			SIGNATURE			
ITEM LISTING						
ITEM NO.	STOCK NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1		GSA Approved Security Container	1			(Loan)
		(2 drawer)				
<u>CONFERENCE</u>						
		21 & 22 October 1987 Sheraton-Fredericksburg Inn				
		(Commonwealth Room)				
		I-95 & Rt. 3, Exit 45-B				
		2801 Plank Road, Fredericksburg, VA 22404				
		<u>DELIVERY:</u> 21 October 1987				
		(between 0730 and 0800 hours)				
		<u>PICK-UP:</u> 22 October 1987				
		(between 1200 and 1330 hours)				
		<u>POINT OF CONTACT AT SHERATON:</u> James McKinney				
		(703) 786-8321				
TOTAL						
COMPLETE ONLY IF ABOVE ITEMS ARE TURN-INS						
PICKUP FROM (Person to contact)		EXTENSION	ROOM NO.	BUILDING		

FORM 8-58 1490

(1-38)



LMSS

OFFICIAL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OL Planning Conference, 21-22 October 1987



FROM:

C/IMSS/OL

EXTENSION

NO.

OL 4131 87

DATE

14 September 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/NBPO/OL
1J45 Hqs

2. C/P&TS/OL

3. C/PMS/OL

4. C/SS/OL

5. C/B&FB

6. C/FMD/OL
3E14 Hqs7. C/P&PD/OL
158 P&P Bldg

8. C/PD/OL

9. C/RECD/OL

10. C/SD/OL

11.

12.

13.

14.

15.

THIS IS THE SECOND
MAILING OF THIS
DOCUMENT TO ENSURE
THAT EACH OL DIVISION
AND STAFF RECEIVED
A COPY. THANK YOU

28 Sep 87

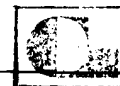
+ 11150

OFFICIAL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OL Planning Conference, 21-22 October 1987



FROM:

C/IMSS/OL

EXTENSION

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DATE

RECEIVED

FORWARDED

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1. C/NBPO/OL
1J45 Hqs

2. C/P&TS/OL

3. C/PMS/OL

4. C/SS/OL

5. C/B&FB

6. C/FMD/OL
3E14 Hqs7. C/P&PD/OL
158 P&P Bldg

8. C/PD/OL

9. C/RECD/OL

10. C/SD/OL

11.

12.

13.

14.

15.

14 September 1987

MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Budget and Fiscal Branch, OL
Chief, Facilities Management Division, OL
Chief, Printing & Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate & Construction Division, OL
Chief, Supply Division, OL

STAT FROM:
Chief, Information Management Support Staff, OL

SUBJECT: OL Planning Conference, 21-22 October 1987

REFERENCE: Mtpl. adse memo from D/L, dtd 27 August 1987,
Subject: OL Planning Calendar and Guide
for FY 88 and Tasking for Fall OL Planning
Conference

1. Our fall planning conference is scheduled for 21-22 October at the Sheraton-Fredericksburg Inn and Conference Center, Fredericksburg, VA. Attendees will be each of you, the D/L, DD/L, EO, AEO, OL Planning Officer, and me.

2. As noted on the attached agenda, we plan to discuss your ideas for new objectives, initiatives, projects, and studies. In developing your ideas for these, please focus on the guidelines provided in the reference.

3. In preparation for the conference, please provide to IMSS the following on or before 5 October:

a. A minimum of three or four major, prioritized objectives for FY 88. Select objectives that are not only realistic and feasible but also achievable in FY 88 with present funding and personnel resources. Provide brief narrative summaries and relate the objectives to elements in the D/L Action Plan contained in the reference.

OL 4131 87

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: OL Planning Conference, 21-22 October 1987

b. A minimum of one or two personnel-related objectives for FY 88. Relate personnel objectives to better use of our people (e.g., training, cross-training, rotational assignments, skills development, etc.). Include a brief narrative summary.

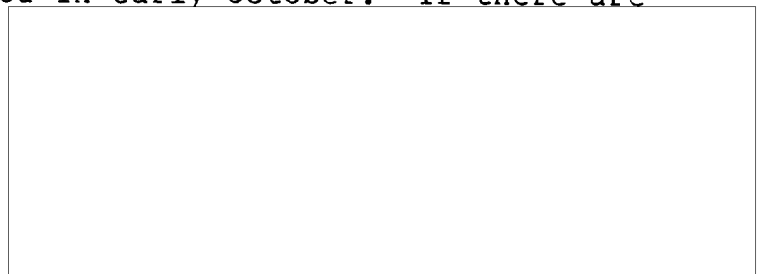
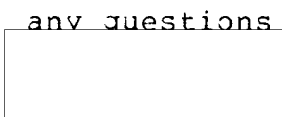
c. Additional budget initiatives for FY 90 and proposed new budget initiatives for FY 91. Include both a title and cost estimate.

d. Projects for FY 88. These are taskings agreed to by the D/L and the component head, which will be reported on in biweekly meetings when significant updates are deemed necessary. Provide brief narrative summaries for each. These will be discussed during the objectives portion of the Conference Agenda.

e. Studies for FY 88. These are research efforts into the feasibility or practicality of ideas which could eventually become projects, objectives, or initiatives. Provide brief narrative summaries for each. These will be discussed during the objectives portion of the Conference Agenda.

4. The OL Five-Year Plan, which is included in the reference, contains a summary of all existing initiatives, objectives, projects, and studies and may be used as a source of guidance.

5. Administrative instructions for the fall planning conference will be sent to you in early October. If there are any questions please contact



Attachment:
As stated

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: OL Planning Conference, 21-22 October 1987

Distribution:

Orig & 9 - Addressees

1 - OL Files

1 - IMSS Official

1 - IMSS Chrono

STAT

OL/IMSS/RB:dr/ [] (14Sep87)

ADMINISTRATIVE - INTERNAL USE ONLY

AGENDA

OL PLANNING CONFERENCE
 Sheraton - Fredericksburg
 21 - 22 October 1987

Wednesday - 21 October

0900 - 0905	Opening Remarks	D/L
0905 - 1000	FY 87 MBO Results	D/L and DD/L
1000 - 1015	Break	
1015 - 1100	FY 87 Budget Results/FY 88 Programs	EO/OL
1100 - 1200	FY 88 Objectives	DD/L
1200 - 1300	Lunch	
1300 - 1500	FY 88 Objectives	DD/L
1500 - 1515	Break	
1515 - 1700	FY 88 Objectives	DD/L
1700 - 1800	Happy Hour	
1800 - 1930	Dinner	
1930 - 1945	ILSP Program Updates	C/ILSP
1945 - 2000	NHB Program Updates	C/NBPO
2000 - 2015	OHB Backfill	C/HCS

Thursday - 22 October

0700 - 0830	Breakfast	
0830 - 0930	FY 90/91 New Initiatives	EO/OL
0930 - 0945	Break	
0945 - 1045	Personnel Strategy for FY 88 (Recruitment and Rotations)	DD/L C/P&TS
1045 - 1100	Break	
1100 - 1130	OL Reorganization Status	D/L

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OL Planning Conference, 21-22 October 1987

FROM

C/IMSS/OL

EXTENSION

NO.

OL 4131 87

DATE

14 September 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/OL

2. DD/L

3. D/L

5.

6. IMSS/OL

Attn: Bob

7.

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15.

For review. Approval by the D/L may be indicated by initialing of this routing sheet. D/L signature is requested.

Bob

returned by the EO/OL to secretary of IMSS on 16 Sep with instruction to send it out as is but under C/IMSS's signature instead of D/L's.

MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Personnel and Training Staff, OL
Chief, Information Management Support Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Budget and Fiscal Branch, OL
Chief, Facilities Management Division, OL
Chief, Printing & Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate & Construction Division, OL
Chief, Supply Division, OL

FROM: John M. Ray
Director of Logistics

SUBJECT: OL Planning Conference, 21-22 October 1987

REFERENCE: Mtpl. adse memo from D/L, dtd 27 August 1987,
Subject: OL Planning Calendar and Guide
for FY 88 and Tasking for Fall OL Planning
Conference

1. Our fall planning conference is scheduled for 21-22 October at the Sheraton-Fredericksburg Inn and Conference Center, Fredericksburg, VA. Attendees will be each of you, the DD/L, EO, AEO, OL Planning Officer, and me.

2. As noted on the attached agenda, we plan to discuss your ideas for new objectives, initiatives, projects, and studies. In developing your ideas for these, please focus on the guidelines provided in the reference.

3. In preparation for the conference, please provide to C/IMSS the following on or before 5 October:

a. A minimum of three or four major, prioritized objectives for FY 88. Select objectives that are not only realistic and feasible but also achievable in FY 88 with present funding and personnel resources. Provide brief narrative summaries and relate the objectives to elements in the D/L Action Plan contained in the reference.

OL 4131 87

SUBJECT: OL Planning Conference, 21-22 October 1987

b. A minimum of one or two personnel-related objectives for FY 88. Relate personnel objectives to better use of our people (e.g., training, cross-training, rotational assignments, skills development, etc.). Include a brief narrative summary.

c. Additional budget initiatives for FY 90 and proposed new budget initiatives for FY 91. Include both a title and cost estimate.

d. Projects for FY 88. These are taskings agreed to by the D/L and the component head, which will be reported on in biweekly meetings when significant updates are deemed necessary. Provide brief narrative summaries for each. These will be discussed during the objectives portion of the Conference Agenda.

e. Studies for FY 88. These are research efforts into the feasibility or practicality of ideas which could eventually become projects, objectives, or initiatives. Provide brief narrative summaries for each. These will be discussed during the objectives portion of the Conference Agenda.

4. The OL Five-Year Plan, which is included in the reference, contains a summary of all existing initiatives, objectives, projects, and studies and may be used as a source of guidance.

5. Administrative instructions for the fall planning conference will be sent to you in early October. If there are any questions please contact [redacted]

STAT
STAT

John M. Ray

Attachment:
As stated

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: OL Planning Conference, 21-22 October 1987

Distribution:

Orig & 10 - Addressees

1 - OL Files

1 - IMSS Official

1 - IMSS Chrono

STAT

OL/IMSS/RB:dr, (14Sep87)

ADMINISTRATIVE - INTERNAL USE ONLY

7

ROUTING AND TRANSMITTAL SLIP

8/7/87

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	Bob (signature)	RMB	7 Aug
2.	Tony (FYI)	Z	8/10
3.	Marie	✓	
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

Marie

5041-102

USGPO 1983 O-381-529 (316)

OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

CONFIDENTIAL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OL Planning Conference 21-22 Oct. 1987, Sheraton-Fredericksburg

FROM:

Planning Officer, OL/IMSS

EXTENSION

NO.

DATE

10 August 1987

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

AEO/OL

JP

RECEIVED

FORWARDED

1. EO/OL

2. DD/L

3. D/L

4.

5. C/IMSS/OL

6.

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15.

The Office of Security has approved the use of the Sheraton-Fredericksburg Resort & Conference Center on 21 and 22 October 1987, subject to the conditions specified in the attached Memorandum for the Record dated 4 August 1987, written by [redacted] OS.

Please note that the use of the Commonwealth Room rather than the Lee Conference Room is recommended. It is also recommended that the security container for classified material be located in the room that abuts the Conference Room, Room 257. The Commonwealth Room and Room 257 have been reserved for 21 and 22 October in lieu of the Lee Conference Room. A map attached to [redacted] memo shows the location of the rooms in question.

If you have any questions in this regard, please call me on extension [redacted]

Attachment
As stated

Unclassified when separated from
Confidential attachment.

CONFIDENTIAL

CONFIDENTIAL**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)The Sheraton - Fredericksburg Inn Conference Center, Commonwealth Room,
28 July 1987

FR [redacted]	EXTENSION	NO.
Domestic Security Branch Office of Security		DATE 4 AUG 1987

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1. DDA/OL/SS

[redacted] Building

8/6/87 FK

1. to 3

2.

I've spoken to Peggy Krabner (Sheraton) & told her to reserve the Commonwealth Room & Room 257 for the OL Conference 21 and 22 Oct/87. You may want to contact her to ensure that she has reserved these rooms for OL's use.

5.

OL/IMSS

6.

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13.

C O N F I D E N T I A L

ATTACHMENT

4 JUL 1987

MEMORANDUM FOR THE RECORD:

SUBJECT: The Sheraton - Fredericksburg Inn Conference Center,
Commonwealth Room, 28 July 1987

25X1 1. On 28 July 1987, the undersigned and []
25X1 [] (SO/LOGS) visited the Sheraton-Fredericksburg Inn
Conference Center to determine if the Commonwealth Room (shown
in red on Floor plan) could be used for conferences classified
at the SECRET level. Ms. Peggy Graebuer, Sales Manager, was
the Conference Site representative contacted during this
25X1 visit. The Commonwealth Room can accommodate 36 people. []

2. The Commonwealth Room appears to meet security
standards for classified conferences at the SECRET Level. The
perimeter walls are constructed of drywall, slab-to-slab and
the dropped ceiling is permanently affixed to the perimeter
wall. There is a lobby adjacent to the entrance to the
conference area but it is not the main lobby of the Conference
Center. The other three perimeter walls abut a corridor, a
stairway and one motel room as depicted on the Floor plan. The
only entrance to the conference room is through solid wood
double doors. These doors are protected by a Schlage passage
key lock set. The aforementioned motel room that abuts the
25X1 Conference Room is Suite 257. []

3. It is recommended that the Commonwealth Room is
approved for classified SECRET conferences contingent with the
following security requirements:

a. There will be no overnight storage of classified
material in the room.

b. The passage locking device on the door must be
changed for each future conference and the key controlled
by an Agency staff employee at all times.

c. A small opening between the double doors and the
two small louvers located on the bottom of each of the
double doors must be covered and protected for sound
attenuation.

C O N F I D E N T I A L

C O N F I D E N T I A L

d. Room 257 should be assigned to the Security Officer or Agency employee during each classified conference. The approved security container being used for classified storage must be placed in this hotel room during the conference and when it is used for any overnight storage, it must be under the observation of an Agency staff employee. It should be noted that whenever a person checks out of a hotel room, the computerized key card's combination is changed to prevent unauthorized entry by a former hotel guest. [redacted]

4. [redacted] of TSCMD advised his division is still opposed to the use of any outside conference sites for the use of classified activity. However, based on the Agency's needs for outside conference sites, he would grant approval for the use of the Commonwealth Room for classified SECRET discussions from the technical aspect if the aforementioned security enhancements are followed, and in addition, the locks to the public address system [redacted] room be changed and controlled by Agency personnel as in the past. [redacted]

[redacted]
Security Investigator
Office of Security

Attachment

Distribution

Original - Subject File

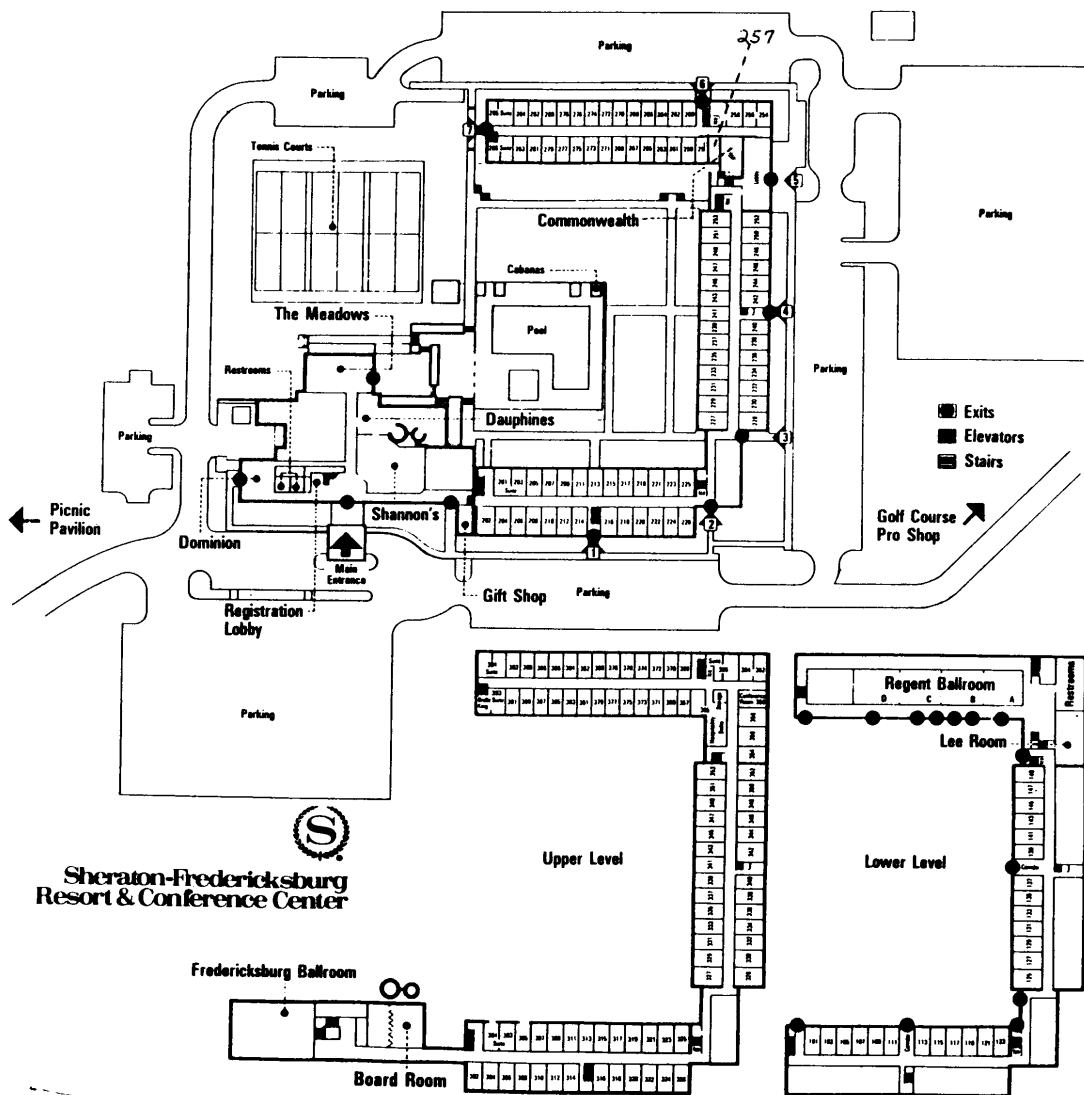
① - DDA/OL/SS

1 - Chrono

C O N F I D E N T I A L

ATTACHMENT

Declassified in Part - Sanitized Copy Approved for Release 2012/05/02 : CIA-RDP90-00379R000100260001-6



Declassified in Part - Sanitized Copy Approved for Release 2012/05/02 : CIA-RDP90-00379R000100260001-6



ROUTING AND RECORD SHEET

SUBJECT: (Optional)

3 HERRINGTON FREDERICKSBURG

FROM:

[Redacted]

EXTENSION

NO.

DATE

4 AUG 87

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

TMSS/OL

5 Aug

RMO

2.

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15.

The attached is FYF. I will advise you when I have received official approval from OS/DSB.

Please note that because of security concerns I've requested approval to use the Commonwealth Room use the Tel Room.

I've talked with Peggy Grabner (Sheraton) regarding this & she is reserving the Commonwealth Rm plus the adjacent room 257 for our use. She stated that there should be no change in cost.

If you have questions, call me.

C O N F I D E N T I A L

31 July 1987

MEMORANDUM FOR: Chief, Domestic Security Branch, OS
VIA: Chief, Physical Security Division, OS
25X1 FROM:
Chief, Security Staff, OL
SUBJECT: Office of Logistics Conference at Sheraton
Motel, Fredericksburg, VA
REFERENCE: Memo to C/SS/OL from C/IMSS/OL dtd 17 Jul 87,
Same Subject

1. In response to reference, it is requested that the Chief, Information Management Support Staff, OL, be granted approval to use the Commonwealth Room at the Sheraton Motel in Fredericksburg, Virginia for a classified conference at the secret level on 21 and 22 October 1987.

2. OL/SS will serve as the security coordinator for this conference and will assume the responsibility for ensuring the following:

- ° The Sheraton has complied with all of the physical security enhancements recommended by OS/PSD/DSB.
- ° Through OS/DSB arrange for OS/TSG/TSCM to conduct an ACM sweep of the Commonwealth Room prior to 0800 hours on 21 October 1987.
- ° Procure a GSA approved security container for the purpose of storing classified material at the conference site.
- ° Appoint a SS/OL representative to serve as a security monitor during the two day conference.

25X1 3. If additional information is required concerning this
25X1 request, please contact the DC/SS/OL on ext.

Attachment

cc: OS/TSG/TSCM

ALL PORTIONS CLASSIFIED
CONFIDENTIAL



ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Request to Enter Contractual Agreement with
Sheraton-Fredericksburg Resort and Conference Center

FROM: [Redacted] EXTENSION NO. OL 4113 87
Planning Officer, IMSS/OL [Redacted] DATE 30 July 1987

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DC/PD/OL
[Redacted]

8/3/87

JP

2.

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4.

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7.

8.

9.

10.

11.

12.

13.

14.

15.

31 July 1987

MEMORANDUM FOR: Deputy Chief, Procurement Division, OL

25X1 FROM:

[redacted]
OL Planning Officer, IMSS/OL

SUBJECT: Request to Enter Contractual Agreement with
Sheraton-Fredericksburg Resort and Conference
Center

1. Each year the Information Management Support Staff (OL/IMSS) makes arrangements for the fall OL Planning Conference which usually takes place in October at an approved out-of-town conference site. Attendees include the D/L, DD/L, EO/OL, AEO/OL, all staff and division chiefs, the C/NBPO, C/B&FB, and the Planning Officer/IMSS.

2. Recently, IMSS requested and received approval from OL/SS to hold the conference on 21 and 22 October 1987 at the Sheraton-Fredericksburg Resort and Conference Center. Al Montefusco, C/PD/OL, was instrumental in paving the way for the approval.

3. IMSS has initiated a request to the Sheraton for a contractual agreement for 16 single sleeping rooms for the night of 21 October, use of the approved conference room, and meals for 21 and 22 October. Attached is a copy of a draft of a contractual agreement in the amount of about \$2,400. Because this exceeds the \$1,000 threshold, I have been advised by the EO/OL to seek permission from you to effect the contract with Sheraton for the above stated purposes. I can be contacted on

25X1 [redacted] Thanks.
25X1

25X1 APPROVED: [redacted]

Date: 8/3/87

25X1 [redacted]
CONFIDENTIAL

SUBJECT: Request to Enter Contractual Agreement with
Sheraton-Fredericksburg Resort and Conference Center

Distribution:

Orig - Addressee

1 - OL Files

1 - OL Reader

1 - IMSS Official

1 - IMSS Chrono

25X1 OL/IMSS/BB:dr (31Jul87)

CONFIDENTIAL

4

ILLEGIB

24 July 1987

Ms. Peggy Graebner
Sheraton-Fredericksburg Resort
& Conference Center
I-95 and Virginia Route 3
P.O. Box 618
Fredericksburg, Virginia 22404

Dear Ms. Graebner:

Thank you for your letter of 17 July 1987 regarding arrangements for the conference we plan to hold at the Sheraton-Fredericksburg Resort & Conference Center on 21 and 22 October 1987.

As requested, enclosed is the signed Contractual Agreement and the attached breakdown of charges (Enclosure 1). Please note the changes to both documents. We will not need the sleeping room for one person on 20 October; therefore, all 16 single sleeping rooms will be required for the night of 21 October only. As in the past, we won't submit a rooming list, and one of the conference coordinators will pick up and turn in all room keys. The coordinators will also take all telephone messages.

There should be no charge for the Lee Conference Room since it will be used only on 21 and 22 October. Please note that we desire exclusive use of the Lee Conference Room from 8 a.m. on 21 October to 4 p.m. on 22 October.

There will be a charge of \$90.00 for changing all locks to the Lee Conference Room and public address system [] room; covering all air vents on double doors to the Lee Conference Room with drape, metal or wood and installing an astragal strip centrally between the double doors.

The two morning breaks should include coffee, tea, sankas, and pastries; and the one afternoon break should be for coffee, tea, sankas, and soda in the Lee Conference Room.

For our mutual convenience, enclosed is a new breakdown of charges (Enclosure 2) reflecting the changes made by us. Please revise the contract accordingly if you agree with our figures and submit a new contract for our signature. Please contact [] if you have any questions.

Thank you for your cooperation in this matter.

Sincerely,

Enclosures
As stated

OL 4111-87

Ms. Peggy Graebner

Distribution:

Orig - Adse, w/atts

1 - C/SS/OL, w/atts

~~X~~ - OL/IMSS Official, w/atts

1 - OL/IMSS Chrono, w/atts

1 - OL Reader, w/atts

STAT

OL/IMSS (23 July 87)

Page Denied

Tuesday, Oct. 20

(1) single room	\$66.00 plus 8.5% tax = \$71.61
(1) dinner	\$31.47 inclusive
Lock change	\$90.00
Conference room charge	\$75.00 plus 8.5% tax = \$81.38
Total for the day: \$274.46	

Wednesday, Oct. 21

(16) single rooms	\$1145.76 (includes tax)
8am Coffee Break	\$59.40 inclusive *
12N Lunch in Meadows	\$140.96 inclusive
1:30pm break	\$19.13 inclusive
Dinner in Dauphines	\$503.52 inclusive
<i>Lock change</i>	90.00
Total for the day: \$1887.90 1958.77	

Thursday, Oct. 22

(16) Breakfast in Meadows	\$100.64 inclusive
9am break	\$19.13 59.40 inclusive *
16 Lunch in Meadows	\$140.96 inclusive
<i>no</i> p.m. break	\$38.26 inclusive

Total for the day: ~~\$405.85~~
\$300.10

Miscellaneous Costs:

35mm for 2 days	\$43.40 inclusive
overhead for 2 days	\$43.40 inclusive
flip chart w/pad 2 days	\$20.07 inclusive

ABOVE COSTS TO NOT INCLUDE PHONE OR OTHER MISCELLANEOUS CHARGES TO THE INDIVIDUAL PARTICIPANTS PORTFOLIOS.

Wednesday, 21 October 1987

(16) single rooms	\$1,145.76 (includes tax)
8 a.m. coffee break	59.40 inclusive
12 noon lunch in Meadows	140.96 inclusive
3:00 p.m. break	19.13 inclusive
Dinner in Dauphines	503.52 inclusive
Lock change, etc.	90.00

Total for the day: \$1,958.77

Thursday, 22 October 1987

(16) Breakfast in Meadows	\$ 100.64 inclusive
9 a.m. coffee break	59.40 inclusive
(16) Lunch in Meadows	140.96 inclusive

Total for the day: \$301.00

Miscellaneous Costs:

35mm projector for 2 days	\$43.40 inclusive
Overhead for 2 days	\$43.40 inclusive
Flip chart w/pad 2 days	\$20.07 inclusive

Total for the 2 days: \$106.87

ABOVE COSTS DO NOT INCLUDE PHONE OR OTHER MISCELLANEOUS CHARGES TO THE
INDIVIDUAL PARTICIPANTS' PORTFOLIOS.





Sheraton-Fredericksburg Resort & Conference Center

The hospitality people of **ITT**
I-95 & VIRGINIA ROUTE 3, P.O. BOX 618
FREDERICKSBURG, VIRGINIA 22404
703/786-8321

July 17, 1987

STAT

[Redacted]

OL-INSS
Washington, DC 20505

STAT

Dear [Redacted]

Thank you for booking your upcoming event at the Sheraton-Fredericksburg Resort and Conference Center.

Enclosed, please find the contract covering information relative to arrangements, policies, cancellation policies, etc. Please review your contract carefully and inform us of any changes or corrections and return to us by July 27, 1987.

STAT

Approximately three weeks prior to your arrival, [Redacted] our Service Coordinator, will contact you to discuss the final arrangements for your event (room setup, times, a/v equipment, coffee breaks, menus, etc.). Should you wish to come to the hotel to discuss these details, it is suggested and appointment be made. Until then, should you need further information or assistance, I will be happy to assist.

Once again, thank you for booking with the Sheraton Resort. We will do everything possible to make your meeting successful.

Sincerely,

Peggy Graebner
Account Executive

PG/jr

Tuesday, Oct. 20

(1) single room	\$66.00 plus 8.5% tax = \$71.61
(1) dinner	\$31.47 inclusive
Lock change	\$90.00
Conference room charge	\$75.00 plus 8.5% tax = \$81.38
Total for the day: \$274.46	

Wednesday, Oct. 21

(16) single rooms	\$1145.76 (includes tax)
8am Coffee Break	\$59.40 inclusive *
12N Lunch in Meadows	\$140.96 inclusive
1:30pm break	\$19.13 inclusive
Dinner in Dauphines	\$503.52 inclusive
<i>Lock change</i>	<i>90.00</i>
Total for the day:	\$1887.90 <i>1958.77</i>

Thursday, Oct. 22

(16) Breakfast in Meadows	\$100.64 inclusive
9am break	\$19.13 <i>\$9.40</i> inclusive *
16 Lunch in Meadows	\$140.96 inclusive
<i>no</i> 1:30pm break	\$38.26 inclusive

Total for the day: ~~\$405.85~~
\$300.10

Miscellaneous Costs:

35mm for 2 days	\$43.40 inclusive
overhead for 2 days	\$43.40 inclusive
flip chart w/pad 2 days	\$20.07 inclusive

ABOVE COSTS TO NOT INCLUDE PHONE OR OTHER MISCELLANEOUS CHARGES TO THE
INDIVIDUAL PARTICIPANTS PORTFOLIOS.



**Sheraton-Fredericksburg
Resort & Conference Center**

The hospitality people of **ITT**

STAT P.O. BOX 618, FREDERICKSBURG, VA. 22404



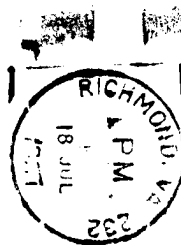
STAT



OL-INSS
Washington, DC 20505



Declassified in Part - Sanitized Copy Approved for Release 2012/05/02 : CIA-RDP90-00379R000100260001-6



Declassified in Part - Sanitized Copy Approved for Release 2012/05/02 : CIA-RDP90-00379R000100260001-6



ROUTING AND TRANSMITTAL

7/17/87

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Bob (FYI) <i>Excellent - Thanks</i>	RMB	
2. Paul (for signature)	PHO	
3. Marie		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

STAT In keeping with a new procedure being set up by [] regarding holding conferences at non-Agency facilities, I've prepared a memo to C/SS/OL for the signature of C/IMSS/OL requesting approval for OL to hold its Planning Conference at the Sheraton-Fredericksburg on 20 and 21 October 1987.

STAT [] DC/SS/OL, told me that when he gets this memo, he'll prepare a memo to the appropriate office in OS for their approval.

Although a new procedure is to be followed in this regard, I followed the old procedure up to this point and have a Form 2420 signed by the C/IMSS/OL, EO/OL, and B&FB. We also have made the reservations. DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Marie	Phone No.

5041-102

US GPO 1983 O-381-529 (316)

 OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

ADMINISTRATIVE - INTERNAL USE ONLY

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Approval for Use of Non-Agency Conference Facility

FROM:

C/IMSS/OI

EXTENSION

NO.

OL 4109 87

DATE

117 JUL 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/SS/OL

2.

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15.

Frank,
 It's get on this
 right away. I don't
 want last minute
 problems

17 JUL 1987

MEMORANDUM FOR: Chief, Security Staff, OL

FROM:

Chief, Information and Management Support
Staff, OL

SUBJECT: Request for Approval for Use of Non-Agency
Conference Facility

1. The Director of Logistics is planning to hold the annual Office of Logistics Planning Conference on 20 and 22 October 1987 at the Sheraton-Fredericksburg Resort Conference Center in Fredericksburg, Virginia. Sixteen people will be in attendance. The level of classified material discussed will not exceed SECRET.

2. Permission is requested for use of this non-Agency off-site conference facility.

OL 4109 87

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Request for Approval for Use of Non-Agency
Conference Facility

Distribution:

Orig - Adse

1 - C/B&FB/OL

1 - OL Reader

1 - OL/IMSS Official

1 - OL/IMSS Chrono

STAT OL/IMSS:ATZ:MCB:mcb, (17 Jul 87)

ADMINISTRATIVE - INTERNAL USE ONLY



100 CONFIDENTIAL #

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OL Planning Conference - Sheraton-Fredericksburg - 21-22 October 1987

FROM:

OL/IMSS

EXTENSION

NO.

DATE

1 June 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/IMSS/OL

6/2

PHB

OL Planning Conference - 21-22 October 1987.

2. EO/OL

6/22

MR

For signature please on Form 2420.

3. C/B&FB/OL

6/26

SB

I called Peggy Gravener at the Sheraton-Fredericksburg and reserved 16 single rooms there for the night of 21 October at a rate of \$66 per person.

4. C/AP&SS/GPB/PD/OL

5.

We'll have exclusive use of the Lee Conference Room on 21-22 October at no charge.

6.

The charge for four meals per person will be approximately \$60 per person. We'll also have a coffee break each morning and coffee-soda the afternoon of 21 October at a cost of about \$5.50 per person. The meals will include lunch and dinner on the 21st and breakfast and lunch on the 22nd.

10.

The rates for our conference last year were \$53.00 per person for the rooms, \$49.95 per person for the meals, and \$5.50 per person for the coffee breaks.

11.

12.

13.

14.

15.

Attachment
Form 2420

P.S. The Planning Officer will also spend the night of 20 October in order to facilitate setting up the conference room, etc.

STAT

STAT

STAT

STAT

ILLEGIB

REQUEST FOR PROCUREMENT SERVICES						(1) DOCUMENT NUMBER												
OFFICE/DIV/BR DDA/OL/IMSS		PROJECT OR CONTACT OFFICER & EXTENSION		DATE OF REQUEST 1 June 87		SUBJECT TO AVAILABILITY OF FY 88 FUNDS												
(2) TRANS CODE	(3) SOC 2540	(4) EXPEND CODE B	(5) PROPAGATION FACTOR M-	(6) PROJECT NUMBER 8278-1010	(7) PROJECT TITLE													
(9) ORN 78900807800100		(10) PRIME ORN		(11) REQUEST NUMBER 7800880001		(8) AMOUNT \$2,500.00												
(12) CONTRACTOR (if known) Sheraton-Fredericksburg Resort & Conf. Cen., Fredericksburg, VA		PROPOSAL NO. & DATE		SIGNATURE OF BUDGET OFFICER 6/24/87		I CERTIFY FUNDS ARE AVAILABLE												
(13) TYPE OF SERVICE REQUIRED		APPLICABLE ONLY TO REPAIRS AND MODIFICATIONS																
<table border="1"> <tr><td>1</td><td>RESEARCH/DEV</td></tr> <tr><td>2</td><td>RENTAL</td></tr> <tr><td>3</td><td>REPAIR</td></tr> <tr><td>4</td><td>MAINTENANCE</td></tr> <tr><td>5</td><td>MODIFICATION</td></tr> <tr><td>6</td><td>See below</td></tr> </table>		1	RESEARCH/DEV	2	RENTAL	3	REPAIR	4	MAINTENANCE	5	MODIFICATION	6	See below	TRANSFER OF FUNDS TO OTHER GOVT. AGENCY (specify if applicable) TECHNICAL INSPECTION IS REQUIRED BY <input type="checkbox"/> RECEIVING DEPOT T & I <input type="checkbox"/> TECHNICAL MONITOR <input type="checkbox"/> ITEMS TO BE PICKED UP OR <input type="checkbox"/> SERVICES PERFORMED AT: ITEMS TO BE REDELIVERED TO:				
1	RESEARCH/DEV																	
2	RENTAL																	
3	REPAIR																	
4	MAINTENANCE																	
5	MODIFICATION																	
6	See below																	
CLASSIFICATION AND STERILITY OF THE PROCUREMENT																		
STERILITY		ASSOCIATION CLASS.		WORK CLASSIFICATION		REPORTS CLASSIFICATION												
X	SC 0	X	UNCLASSIFIED	X	UNCLASSIFIED	UNCLASSIFIED												
	SC 1		CONFIDENTIAL		CONFIDENTIAL	CONFIDENTIAL												
	SC 2		SECRET		SECRET	SECRET												
	OTHER		TOP SECRET		TOP SECRET	TOP SECRET												
AUTHORITY AND DURATION (see <input type="text"/>)																		
1. The Director of Logistics plans to hold an OL Planning Conference at the Sheraton-Fredericksburg Resort & Conference Center, Fredericksburg, VA, on 21 & 22 Oct 87. Please make contract arrangements with the Sheraton-Fredericksburg for the following: a. Exclusive use of the Lee Conference Room on 21-22 Oct (no charge). b. Overnight accommodations for 16 OL personnel, arriving about 0900, 21 Oct, and departing about 1500, 22 Oct. Also overnight accommodations for one of the 16 for 20 Oct; he will be arriving the afternoon of 20 Oct to set up for the conference. c. A total of 4 meals per person (lunch and dinner on 21 Oct and breakfast and lunch on 22 Oct, in a separate area of the Meadows and Dauphine's, the two dining rooms (See specific information required on requests.)																		
APPROVAL																		
DESIGNATION						DATE												
C/IMSS/OL																		
EO/OL						6/22/87												
PROCUREMENT USE																		
DATE RECEIVED		RECORDED BY		ASSIGNED TO		NEGOTIATOR												
						7/76												

FORM 3-79 2420 USE PREVIOUS EDITIONS

(5-12-38)

1. SUGGESTED SOURCES (Any sole source recommendation must include a substantive technical justification)
(cont'd from previous page)

d. One dinner on 20 October.

e. Two morning breaks for coffee, tea, sanko, and pastries and one afternoon break for coffee, tea, sanko, and soda in the Lee Conference Room. Please have the coffee available early on the morning of 21 Oct for attendees upon arrival.

f. Use of 1 slide projector, 1 overhead projector, and 1 flip-chart stand each day, with flip charts, pad, and markers to be provided.

g. Security inspection and/or monitoring of the conference room either before and/or during the conference.

h. Control of all keys to the conference room and public address system/Muzak room by the conference coordinators for the duration of the conference.

i. Cover the air vent on double doors to the conference room with heavy cloth, drape, metal or wood. Install an astragal strip centrally between the double door of the conference room to close opening.

2. DELIVERABLE ITEMS

REPORTS REQUIRED

NO. OF COPIES

☐ MONTHLY

☐ INTERIM

☐ QUARTERLY

☐ FINAL

HARDWARE (state type and number)

OTHER

17-1
10-11-81

3. GFP REQUIRED

4. SPECIAL INSTRUCTIONS

(cont'd from para 1 above)

j. Pickup and turn-in of room keys for all attendees by one of the OL conf. coordinators.

k. Locks to be changed on conference room door before and after conference and keys to be held by conf. coordinators.

l. Delivery of safe by Agency personnel on 21 October to Lee Room and pickup of safe on 22 Oct.

2. Arrangements should be made by contacting Ms. Peggy Gravener, Group Sales Coordinator, Sheraton-Fredericksburg, tel: 9-703-786-8321.

3. Reservations for October were unavailable at Agency conference centers. Other approved sites were either already booked for the period desired or would not make reservations for a small number of people so far in advance.

STAT

STAT

STAT

STAT

REQUEST FOR PROCUREMENT SERVICES						(1) DOCUMENT NUMBER	
OFFICE/DIV/BR DDA/OL/IMSS		PROJECT OR CONTACT OFFICER & EXTENSION		DATE OF REQUEST 1 June 87		SUBJECT TO AVAILABILITY OF FY 88 FUNDS	
(2) TRANS CODE	(3) SOC 2540	(4) EXPEND CODE B	(5) PROPAGATION FACTOR M-	(6) PROJECT NUMBER 8278-1010	(7) PROJECT TITLE		(8) AMOUNT \$2,500.00
(9) ORN 78900807800100			(10) PRIME ORN		(11) REQUEST NUMBER 780880001		I CERTIFY FUNDS ARE AVAILABLE 6/24/87
(12) CONTRACTOR (if known) Sheraton-Fredericksburg Resort & Conf. Cen., Fredericksburg, VA			PROPOSAL NO. & DATE			SIGNATURE OF BUDGET OFFICER DATE	
(13) TYPE OF SERVICE REQUIRED			APPLICABLE ONLY TO REPAIRS AND MODIFICATIONS				
<input checked="" type="checkbox"/> 1 RESEARCH/DEV <input type="checkbox"/> 2 RENTAL <input type="checkbox"/> 3 REPAIR <input type="checkbox"/> 4 MAINTENANCE <input type="checkbox"/> 5 MODIFICATION <input type="checkbox"/> 6 OTHER (specify) <input checked="" type="checkbox"/> 6 See below			TRANSFER OF FUNDS TO OTHER GOVT. AGENCY (specify if applicable) <input type="checkbox"/> RECEIVING DEPOT T & I <input type="checkbox"/> TECHNICAL MONITOR <input type="checkbox"/> ITEMS TO BE PICKED UP OR <input type="checkbox"/> SERVICES PERFORMED AT: ITEMS TO BE REDELIVERED TO:				
CLASSIFICATION AND STERILITY OF THE PROCUREMENT							
STERILITY		ASSOCIATION CLASS.		WORK CLASSIFICATION		HARDWARE CLASSIFICATION	
<input checked="" type="checkbox"/> SC 0	<input checked="" type="checkbox"/> UNCLASSIFIED	<input checked="" type="checkbox"/> UNCLASSIFIED	<input checked="" type="checkbox"/> UNCLASSIFIED	<input checked="" type="checkbox"/> UNCLASSIFIED	<input checked="" type="checkbox"/> UNCLASSIFIED	<input checked="" type="checkbox"/> UNCLASSIFIED	<input checked="" type="checkbox"/> UNCLASSIFIED
<input type="checkbox"/> SC 1	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> CONFIDENTIAL
<input type="checkbox"/> SC 2	<input type="checkbox"/> SECRET	<input type="checkbox"/> SECRET	<input type="checkbox"/> SECRET	<input type="checkbox"/> SECRET	<input type="checkbox"/> SECRET	<input type="checkbox"/> SECRET	<input type="checkbox"/> SECRET
<input type="checkbox"/> OTHER	<input type="checkbox"/> TOP SECRET	<input type="checkbox"/> TOP SECRET	<input type="checkbox"/> TOP SECRET	<input type="checkbox"/> TOP SECRET	<input type="checkbox"/> TOP SECRET	<input type="checkbox"/> TOP SECRET	<input type="checkbox"/> TOP SECRET
AUTHORITY AND DURATION (see <input type="checkbox"/>)							
<p>1. The Director of Logistics plans to hold an OL Planning Conference at the Sheraton-Fredericksburg Resort & Conference Center, Fredericksburg, VA, on 21 & 22 Oct 87. Please make contract arrangements with the Sheraton-Fredericksburg for the following:</p> <p>a. Exclusive use of the Lee Conference Room on 21-22 Oct (no charge).</p> <p>b. Overnight accommodations for 16 OL personnel, arriving about 0900, 21 Oct, and departing about 1500, 22 Oct. Also overnight accommodations for one of the 16 for 20 Oct; he will be arriving the afternoon of 20 Oct to set up for the conference.</p> <p>c. A total of 4 meals per person (lunch and dinner on 21 Oct and breakfast and lunch on 22 Oct, in a separate area of the Meadows and Dauphine's, the two dining rooms</p>							
APPROVAL							
DESIGNATION						DATE	
C/IMSS/OL							
EO/OL						6/22/87	
PROCUREMENT USE							
DATE RECEIVED		RECORDED BY		ASSIGNED TO		NEGOTIATOR	

1. SUGGESTED SOURCES (Any sole source recommendation must include a substantive technical justification)
(cont'd from previous page)

- d. One dinner on 20 October.
- e. Two morning breaks for coffee, tea, sanko, and pastries and one afternoon break for coffee, tea, sanko, and soda in the Lee Conference Room. Please have the coffee available early on the morning of 21 Oct for attendees upon arrival.
- f. Use of 1 slide projector, 1 overhead projector, and 1 flip-chart stand each day, with flip charts, pad, and markers to be provided.
- g. Security inspection and/or monitoring of the conference room either before and/or during the conference.
- h. Control of all keys to the conference room and public address system/Muzak room by the conference coordinators for the duration of the conference.
- i. Cover the air vent on double doors to the conference room with heavy cloth, drape, metal or wood. Install an astragal strip centrally between the double door of the conference room to close opening.

2. DELIVERABLE ITEMS

REPORTS REQUIRED _____ NO. OF COPIES ☐ MONTHLY ☐ INTERIM ☐ QUARTERLY ☐ FINAL

HARDWARE (state type and number)

OTHER

3. GFP REQUIRED

4. SPECIAL INSTRUCTIONS

(cont'd from para 1 above)

- j. Pickup and turn-in of room keys for all attendees by one of the OL conf. coordinators.
- k. Locks to be changed on conference room door before and after conference and keys to be held by conf. coordinators.
- 1. Delivery of safe by Agency personnel on 21 October to Lee Room and pickup of safe on 22 Oct.
- 2. Arrangements should be made by contacting Ms. Peggy Gravener, Group Sales Coordinator, Sheraton-Fredericksburg, tel: 9-703-786-8321.
- 3. Reservations for October were unavailable at Agency conference centers. Other approved sites were either already booked for the period desired or would not make reservations for a small number of people so far in advance.